



CITY OF SANTA BARBARA

FINANCE COMMITTEE AGENDA REPORT

AGENDA DATE: January 15, 2008

TO: Finance Committee

FROM: City Administrator, James Armstrong

SUBJECT: Special Assignment Pay For Assistant Finance Director

RECOMMENDATION:

That the Finance Committee review and comment regarding proposed Special Assignment Pay of 6% for Assistant Finance Director, Robert Samario, effective July 7, 2007.

DISCUSSION:

During the Council meeting of December 11, 2007, Council approved the creation of a Special Assignment Pay for management employees.

This Special Assignment Pay may occur when the City Administrator gives a special assignment or special project, on a temporary basis, to a management employee. This special assignment or project is above and beyond what is expected from the manager's job classification and it is therefore determined that a special pay increase ranging from 1% to 20% is warranted. Each special assignment will be reviewed by the City Administrator at least annually and may not exceed two years.

At the December 11, 2007 Council meeting, Council requested that the City Administrator notify the Finance Committee of any management employee to whom the City Administrator plans to provide Special Assignment Pay. Then, upon review by the Finance Committee, the City Administrator will notify the Mayor and Council, via memo, regarding the Special Assignment Pay.

Since July 2007, Robert Samario, Assistant Finance Director, has been providing oversight and management of the Environmental Services Division. The Environmental Services Division includes solid waste management, hazardous materials, underground storage tanks, underground fuel tanks, site mitigation, and a staff of six full time and four hourly employees. Until this recent assignment, the division was managed in the Public

REVIEWED BY: _____ Finance _____ Attorney _____ Name of Additional Department(s) That Need to Review CAR

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Works Department. Due to this special assignment, which is outside of Mr. Samario's regular duties of Assistant Finance Director, the City Administrator proposes to provide Mr. Samario with a Special Assignment Pay of 6% of his regular salary, retroactive to July 7, 2007. The 6% Special Assignment Pay increase will place the Assistant Finance Director 8% below the top step of the Finance Director salary range for the duration of the assignment.

PREPARED BY: Marcelo López, Administrative Services Director

SUBMITTED BY: James Armstrong, City Administrator

APPROVED BY: City Administrator's Office